

POTENTIAL PROBLEMS WHEN ENTERING R*STARS DOCUMENTS WHICH CONTAIN A REFERENCE DOCUMENT

Situations in which problem occurs:

- If a user tries to key a new transaction which is preceded by a transaction which had a reference document, it appears that the fund, appr. # and RTI fields will hold the value of the previous transaction.

If the previous transaction contained a reference document, possible solutions are:

- Use the F11 Save/Clear before entering a new transaction **(Recommended)**.
- Go to the RTI field on the screen and use clear key to the end of the field (even if the field is blank) and also clear the looked up appr. # and fund.
- Input the transaction that requires a reference document as the last transaction in the batch.
- Create separate batches for transactions.

CHANGE TO RMDS PRINT SCREEN (ADDENDUM TO ISSUE #35, VOL. 2)

Revised RMDS primary print screen

Effective Monday, February 19, 1996 the RMDS primary print screen will display a prompt for a select option (See revised screen above). At the prompt for the "SELECT OPTION ==>," always enter an "S." The rest of the screen remains unchanged and should be completed per current instructions. Depressing the enter key from this screen takes you to the secondary print screen which remains unchanged.

Secondary print screen

After transmitting the primary print screen, if you receive a screen other than the secondary print screen (see sample directly above), please depress the "F3" key to return to the primary print screen. Enter an "S" at the select option prompt and transmit the primary screen again. If users experience any problems with the revised preliminary print screen, please contact the Help Desk at (517) 373-6222.